



CHARTER TOWNSHIP OF ELMWOOD

Planning and Zoning

10090 E. Lincoln Rd, Traverse City, MI 49684

(231) 946-0921 Fax (231) 946-9320

Email: planner@elmwoodtownship.net

Special Use Permit Application

Applications will not be accepted unless containing all the following information:

- 1) Completed application form with owner's signature
- 2) Site Plan with all required information
- 3) Escrow amount as determined by staff
- 4) Fee- \$550 when submitting

Regular meetings are the 3rd Tuesday of the Month. See Planning Commission schedule for submission deadlines.

Standards of Approval from Charter Township of Elmwood Zoning Ordinance:

SECTION 9.2 GENERAL PROVISIONS

- B. **Application.** Application for any special land use permit permissible under the provision of this Ordinance shall be made to the Planning Commission through the Zoning Administrator by filing an official special use permit application and submitting a site plan in accordance with Article 8. In addition to information or documents required by Article 8, the applicant shall provide the following information:
1. Location of all proposed special land uses and activities to be conducted on the parcel(s);
 2. Height and footprint of all structures and improvements;
 3. Adjacent land uses and their corresponding zoning districts;
 4. Need for the proposed special land use in the specific area of the Township.
 5. Compatibility with the listed permitted uses in the zoning district where the proposed special land use is requested to be located;
 6. Such additional information or documents that will assist the Planning Commission in determining whether the proposed special land use meets the General Standards and Specific Requirements as provided in Section 9.3.

SECTION 9.3 STANDARDS, REQUIREMENTS AND FINDINGS

The Planning Commission shall review the particular circumstances of the special land use permit application in accordance with the requirements of this Article and Article 8. Approval of the special land use application shall be contingent upon approval of the site plan and a finding of compliance with all of the General Standards and Specific Requirements listed below:

A. **General Standards.**

1. The proposed special land use meets the objectives, intent, and purposes of this Article and the zoning district in which the proposed special land use is to be located.
2. The proposed special land use is designed, and is intended to be constructed, operated, maintained, and managed so as to be consistent with the existing or intended character of parcels within the zoning district.
3. The proposed special land use meets or exceeds the minimum requirements for the zoning district in which it is requested to be located.

4. The proposed special land use will be served adequately by essential public utilities, facilities, and services such as water supply, wastewater disposal, highways, roads, police and fire protection, drainage structures, and refuse disposal. Alternatively, such services, if adequate to serve the proposed special land use, may be provided privately or by a combination of public and private providers.
5. The proposed special land use will not adversely impact existing or future neighboring uses. For example, but without limitation, the proposed special land use shall be designed as to location, size, intensity, site layout, and periods of operation to eliminate any possible conflicts. Additionally, it shall not be detrimental to any persons, property, or the general welfare by reason of excessive smoke, fumes, glare, noise, vibration, and odors, nor have adverse environmental impacts and detrimental effects on the general aesthetics or appearance of the character of existing or future neighborhood uses.
6. The proposed special land use shall not have an adverse effect on the natural environment beyond the normal impacts of permitted principal uses in the same zoning district, and shall not result in impairments, pollution or destruction of the air, surface, ground water, vegetation, and other natural resources.
7. The proposed special land use will not create excessive additional requirements or costs for public facilities, utilities and services.
8. The proposed special land use has met or will meet all requirements of other Township, County, State, and Federal ordinance and code requirements.
9. The proposed special land use will meet the Specific Requirements described below, which are applicable to the proposed special land use.

B. Specific Requirements. The following specific requirements shall be met to the extent applicable to the proposed special land use:

1. Ingress and egress for the special land use shall be controlled to ensure maximum vehicular and pedestrian safety, convenience, and minimum traffic impact on adjacent roads and highways, drives, and nearby uses including, but not limited to:
 - a. Minimization of the number of ingress and egress points through elimination, minimization, and consolidation of drives and curb cuts;
 - b. Proximity and relation of driveway to intersections;
 - c. Minimization of pedestrian and vehicular traffic conflicts;

- d. Adequacy of sight distances between road and driveway intersections as specified in Section 6.2, Access Management.
 - e. Location and accessibility of off-street parking, loading, and unloading for automotive vehicles, including buses and trucks;
 - f. Location and potential use of ingress and egress drives to access special land use parcels for the purpose of possibly reducing the number of access points necessary to serve the parcels.
 - g. Adequate maneuverability and circulation for emergency vehicles.
2. Screening shall be provided along all sides and rear property lines by a buffer area, and along the front property line by a greenbelt in accordance with Section 6.4, unless it can be demonstrated that the proposed special land use can be adequately controlled through some other means, such as restrictions on the hours of operation, or reducing the impact by the type and level of activity to be conducted on the site.

CASE NUMBER _____

Charter Township of Elmwood
SPECIAL USE PERMIT APPLICATION

Property Address: _____

Parcel Number: 45-004-_____-_____-_____

Project Title or Name of Project: _____

Proposed Use: _____

Owner Name: _____ Owner Phone: _____

Owner Address: _____

Applicant Name: _____ Phone: _____

(If Different than Owner)

Applicant Address: _____

Engineer/Surveyor Name: _____

Company Name: _____ Phone: _____

Engineer/Surveyor Address: _____

Contact Person (All communications from the Township will be sent to this individual)

_____ Owner _____ Applicant _____ Engineer/Surveyor

Affidavit:

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, and that the answers and statements herein contained ad the information submitted are in all respects true and correct. In addition, the undersigned represents that he/she or they is authorized and does hereby grant a right if entry to Township officials for the purpose of inspecting the premises and uses thereon for the sole purpose of gathering information regarding this request.

Owner Signature

Date

Applicant Signature

Date

OFFICE USE ONLY:

SUP Case Number: _____ Fee: _____ Paid: _____

Board Decision: _____ Date: _____

Date Permit Issued: _____ Issued By: _____

SECTION 11.7 ESCROW FUNDS

In connection with any application, potential application, or any other time when outside assistance is required or anticipated to be need for a specific person, property, or project, the Township shall require the applicant to pay in advance into an escrow fund established to cover reasonable costs. These costs may include staff costs or consultant fees for professional and technical services required for a proper and thorough review of the application.

The Zoning Administrator may waive the requirement of establishing an escrow account when the matter to be considered does not contain issues regarding which the use of one or more consultants will be reasonably required before, during or after a final decision. However, if issues arise at any time regarding which the use of one or more consultants will be reasonably required before, during or after a final decision, the Zoning Administrator shall require that an escrow fund be established.

No application shall be considered complete until all costs have been paid and/or the escrow fund has been replenished as outlined below. The Township Clerk shall refund any unexpended funds within sixty (60) days of final action.

Should the escrow fund ever dip below fifty (50) percent of the original fund amount, the applicant shall be advised and required to replenish said escrow fund to the full original amount within five (5) business days of having been so notified by the Township Clerk. If it determined that more money than the initial deposit in necessary, the Township Clerk shall notify the applicant and the applicant shall deposit within five (5) business days. The failure of the applicant to either initially fund or replenish the escrow fund shall render the application incomplete and ineligible for further consideration until the escrow fund is replenished as required.

The applicant may seek an accounting from the Township Clerk of expenditures from the escrow fund when a request is made by the Township to replenish the fund and after a final decision on the application has been made. The applicant has no authority to approve or deny expenditures.

Amount of Escrow Deposit Received: _____

Date: _____

Signature: _____

Name: _____ Phone Number: _____

Address: _____
